

**FILED : Reg. & Mgt.**  
**RETURN TO**  
RECORDS SERVICES DIVISION

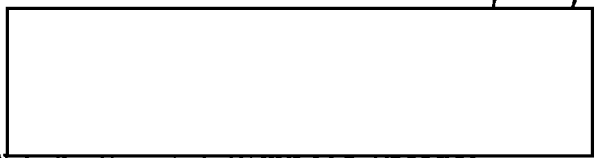
10 February 1954

**MEMORANDUM FOR: EACH EMPLOYEE OF THE GENERAL SERVICES OFFICE**

As most of you know, the decision has been made to abolish the General Services Office and to divide its functions between the Offices of Logistics and the Comptroller.

I wish to express my most sincere appreciation for the loyalty, energy, and support which each of you has given me in the performance of my responsibilities as Chief of the General Services Office. I urge you to give your new superiors the same loyalty and support which you have given me; and I am sure that each of you will derive the utmost in satisfaction, friendly personal relationships, and the opportunity to progress within the scope of your capabilities and the opportunities that are available.

Since I will not be able to see each of you personally, I wish to extend, in spirit, a warm hand-shake, a pat on the back, and a word of thanks for all that you have done.

  
Chief, General Services Office

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UNCLASSIFIED	RESTRICTED	CONFIDENTIAL	SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
CENTRAL INTELLIGENCE AGENCY		RETURN TO	
OFFICIAL ROUTING SLIP			
RECORDS SERVICES DIVISION			
GENERAL SERVICES OFFICE			

TO	NAME	INITIALS	DATE
1	Acting Management Officer, MIS		
2			
3			
4			
5			
FROM		INITIALS	DATE
	<div style="border: 1px solid black; width: 200px; height: 40px; margin: 5px;"></div>		2/17/54
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks: Attached are 38 Employee Record Cards (OF-4b) and 38 IBM cards for all employees transferred to the Office of Comptroller (Management Improvement Staff) who are assigned to the Records Management Branch.

SECRET	CONFIDENTIAL	RESTRICTED	UNCLASSIFIED
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